STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

SEP 20 1995

COMPTROLLER'S MEMORANDUM NO. 1995-30

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Officers

FROM: Sam Callejo, Comptroller

SUBJECT: New Statewide Fixed Asset and Inventory System

This memorandum is to apprise you of the status of the Fixed Asset and Inventory System (FAIS) project, and ask for your cooperation in completing the attached survey to assist us in planning for implementation of the FAIS in your department.

In an effort to take advantage of the latest in computer and data processing technology, the FAIS is being developed as a "Client/Server" system. The primary advantage of a Client/Server system is its use of distributed processing in an on-line real-time environment.

Distributed processing utilizes personal computers (PCs) or "clients" to house and run the application software (e.g., FAIS), while providing for storage of system data in another computer (typically called a file or data "server") at a central location. Operation of a system in an on-line real-time environment allows users to interact directly with the system in processing transactions, conducting inquiries and generating reports, and receive timely feedback from the system on their actions to assist them in properly controlling their system activities.

This type of arrangement will provide users with the following benefits:

- Current information - users can make direct on-line updates to actual system records on a daily basis, with the updates being immediately processed by and reflected in the system;

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- Timely information - users can access information in the FAIS through on-line inquiry or generation of various reports;

- Greater control over reporting - users will have the flexibility to design and print reports at their work site;

- Greater control over processing transactions - users will have control over the data entry function to determine 1) who can access the system, 2) what functions (i.e., inquiry, update, and delete) each user can perform, 3) where transaction processing will take place (i.e., designation of location and computer resources) and 4) when transactions will be processed (i.e., date and time), and not be reliant on CADES to process transactions, as they will have direct on-line update capabilities through client(s) in their organization;

- Increased accuracy of processing transactions - on-line edits will minimize entry and attempted processing of erroneous information, and the need for subsequent and time consuming error correction;

- Greater efficiency in processing transactions - on-line table look-up of valid field values, and an on-line help function to assist users in processing transactions and correcting on-line errors will facilitate data entry and processing of transactions; and

- More user friendly environment - the FAIS will operate in a Windows environment and provide users with "point-and-click" functionality through use of a mouse-driven, graphical user interface (GUI).

The project is in the pilot development stage, with pilot implementation scheduled for March 1996. Following a review and evaluation of the pilot implementation, plans are to implement the FAIS in all departments and agencies statewide over a two year period.

Statewide implementation, however, will be limited to organizations at the Administrative Services Office or Fiscal Office level of each department, due to the large number of property custodians and inventory personnel statewide, and limited resources to implement the FAIS.

To effectively implement the FAIS in your department, a FAIS Implementation Team (Team) should be established. Your department's Team should be comprised of individuals who coordinate and work directly with the recording and reporting functions of inventory. The number of members on your department's Team can range from two (2) to six (6) individuals, depending on the needs of your department.

Upon establishing your department's Team, one Team member must be designated as your department's Liaison. The Liaison will be the contact person for the project and will be responsible for coordinating the activities of your department's Team.

Limited resources will also necessitate use of the "train-the-trainer" approach to implement the FAIS on a statewide basis. Under this approach, we will train the members of your department's Team and assist them in implementing the FAIS at the organizations of your Administrative Services Office or Fiscal Office. Your department's Team will then train other property custodians and inventory personnel in your department and assist them in implementing the FAIS throughout your department.

To assist us in planning for implementation of the FAIS in your department, the attached survey has been prepared to identify each member of your department's Team and computer resources available to that Team member. Please complete separate surveys for each Team member and return the surveys to the Accounting Division no later than September 29, 1995. (The assistance of your department's Data Processing Coordinator may be needed in responding to the survey.)

Thank you for your cooperation in completing this survey. Should there be any questions, please call Mr. Bryan Ota or Mr. Kurt Muraoka of our Accounting Division at 586-0610.

SAM CALLEJO
State Comptroller

Attachment

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Fixed Asset and Inventory System Survey

1. Please submit a separate survey for each member of your department's Fixed Assets and Inventory System (FAIS) Implementation Team. The assistance of your department's Data Processing Coordinator may be needed in responding to the survey.

   Use the space under COMMENTS for any additional information that you feel is appropriate. If more space is needed, use the back of the sheet or attach additional pages.

2. Return the surveys no later than <u>September 29, 1995</u> to:

   Department of Accounting and General Services
   Accounting Division
   1151 Punchbowl Street, Room 320
   Honolulu, Hawaii 96813

   ATTN: Kurt Muraoka

   FAX Number: 586-0739

3. Please fill in the following information:

   Department/Agency: _____

   Team Member's Name: _____ Phone: _____

   Position Title: _____

   Check if Member is Your Department's Liaison: _____

   Office: _____

   Building Address: _____

   Data Processing Coordinator: _____ Phone: _____

4. Please identify the current PC hardware configuration available to this team member:

     Manufacturer: _____   (e.g., IBM, Compaq, etc.)

     Processor: _____   (e.g., 386SX, 386DX, 486DX2, etc.)

     Speed: _____   (e.g., 16MHz, 20MHz, etc.)

     Memory: _____   (e.g., 2MB, 4MB, etc.)

     Hard Disk Size: _____   (e.g., 40MB, 60MB, etc.)

     3-1/2" Floppy Disk Drive: _____ Yes _____ No

     Mouse: _____ Yes _____ No

5. Please identify the PC Operating System:

     _____ DOS, version _____ , Brand _____ (e.g., MS DOS, PC DOS, etc.)
     _____ OS/2, version _____
     _____ Other _____

6. Please indicate if your PC has Windows software:

     _____ Yes, version _____
     _____ No

7. If your PC has a TCP/IP Application for Windows, please identify the brand and version:

     _____ Novell LAN Work Place, version _____
     _____ Sun Soft PC-NFS, version _____
     _____ NetManage ChameleonNFS, version _____
     _____ Other _____

8. If you have access to a dial up modem, please answer the following questions:

     Manufacturer: _____ (e.g., Hayes Accura, etc.)
     Speed: _____ (e.g., 14.4Kbps, etc.)

9. If your PC is connected to a Local Area Network (LAN), please answer the following questions, otherwise proceed to question 10.

   a. Please identify the LAN Operating System:

      _____ OS/2 LAN Server, version _____
      _____ Novell NetWare, version _____
      _____ Banyan Vines, version _____
      _____ Microsoft LAN Manager, version _____
      _____ Other _____

   b. If your LAN has a TCP/IP Application for Windows, please identify the brand and version:

      _____ Novell LAN Work Place, version _____
      _____ Sun Soft PC-NFS, version _____
      _____ NetManage ChameleonNFS, version _____
      _____ Other _____

   c. Please identify the PC Network Interface Card (NIC) and type of connector:

      _____ (e.g., 3Com Ethernet RJ-45,
                                         SMC Token Ring DB-9/RJ-45, etc.)

   d. Please identify the LAN Topology:

      _____ Ethernet _____ (e.g., Star, Linear Bus/Peer-to-Peer, Tree, etc.)
      _____ Token Ring _____ (e.g., Star, Circle, etc.)

   e. Please identify the Hub manufacturer and type of connector:

      _____ (e.g., SynOptics AUI port, 3Com Fiber, etc.)

   f. Please identify the Server and its configuration:

      Manufacturer: _____   (e.g., IBM, UNISYS, etc.)

      Processor: _____   (e.g., 486DX2, Pentium, etc.)

      Speed: _____   (e.g., 66MHz, 75MHz, etc.)

      Memory: _____   (e.g., 16MB, 32MB, etc.)

      Hard Disk Size: _____   (e.g., 540MB, 750MB, etc.)

g. Does your LAN have a gateway to a mainframe in the Kalanimoku Building?
_____ Yes   _____ No

    1) If yes, what Applications do you have access to? _____
_____ (e.g., FAMIS, HO'IKE, etc.)

    2) How is your LAN connected to the mainframe?

        _____ Dedicated Lease Line
            _____ Asynchronous
            _____ Synchronous
        _____ Dial Up Line
        _____ Frame Relay
        _____ WangNet
            _____ FFM
            _____ SIMS
            _____ 802.3
        _____ HAWAIIAN (M/W or FO)
        _____ Other _____

    3) What speed are you connected at? _____ (e.g., 9.6kb, 19.2kb, etc.)

h. Does your LAN have a gateway to a minicomputer? _____ Yes   _____ No

    1) If yes, which minicomputer is it connected to? _____

    2) Is this minicomputer connected to a mainframe in the Kalanimoku Building?
_____ Yes   _____ No

    3) If yes, what Applications do you have access to? _____
_____ (e.g., FAMIS, HO'IKE, etc.)

    4) How is your minicomputer connected to the mainframe?

        _____ Dedicated Lease Line
            _____ Asynchronous
            _____ Synchronous
        _____ Dial Up Line
        _____ Frame Relay
        _____ WangNet
            _____ FFM
            _____ SIMS
            _____ 802.3
        _____ HAWAIIAN (M/W or FO)
        _____ Other _____

    5) What speed are you connected at? _____ (e.g., 9.6kb, 19.2kb, etc.)

i. LAN Administrator: _____ Phone: _____

10. Please identify kind of printers available to this team member:

     ____ Dot Matrix Printer, (Manufacturer, Model) _____
     ____ Laser, (Manufacturer, Model) _____
     ____ Other (Manufacturer, Model) _____

11. Please indicate if the printer is a stand alone printer connected to the PC or a LAN based printer?

     ____ Stand alone printer connected to the PC
     ____ LAN Based

12. COMMENTS: _____

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